



RESIDENTIAL LAND DEVELOPMENT REVIEW CHECKLIST

- Site plan to scale with north arrow, bearings; dimensions; curve data; easements; address
- Legal description of property (lot, block, subdivision, tract survey)
- Concrete Apron & driveway (reference the El Paso Design Standards for Construction)
- Concrete Apron width 12' min, 24' max; 3-car garage 30' max; duplex concrete apron 25' max; 12' min (reference the El Paso Design Standards for Construction).
- Driveways width, surface material; slope, setback from, property lines 20' min from adjacent lots 2.5'; same lot b/w driveways 10'; half-moon 15' (distances) found in City of El Paso Municipal Code. DRIVEWAY SLOPE MUST BE 10% MAXIMUM FROM GUTTER FOR THE FIRST 12 FEET AND 14% MAXIMUM THEREAFTER. Sidewalk must have 2% maximum cross slope.
- Location of development inlets along gutter found in the subdivision improvement plans in the street plan and profile sheet/drainage structure section. Location of drop inlets along curb & gutter to remain undisturbed.
- Flood zone designation found in FEMA maps (reference the City of El Paso Municipal Code).
- Calculate/Convert National Geodetic Vertical Datum (NGVD) to City Datum to meet City requirement in Elevation Certificates.
- Elevations: finish floor, finish grade, top of curb found in subdivision improvement plans grading sheet.
- Retaining walls; linear feet; locations difference in elevation; detail required beginning at three feet; need to be callout at 2.5' + on site plan; 4ft and above require a P. E. seal signed and dated to the jobsite (good for 1 year). Retaining wall details from subdivision improvement plans only pertaining to lots within an individual subdivision will be accepted (*Retaining Wall Permits*)
- Cross-sections callout on site plan and provided; shown on site plan as per section, found in the subdivision improvement plans in the grading portion
- Wheel Chair ramp locations and details found in the subdivision improvement plans in the street plan and profile (reference the El Paso Design Standards for Construction).
- 5'x5' ADA pass pad show and callout on site plan found in the subdivision improvement plans in the street plan and profile sheet



- Sidewalks on street Right Of Way; width; linear ft. found in the subdivision improvement plans in the street plan and profile sheet.
- Grading & drainage plan signed sealed by Professional Engineer (P.E.) (only when required) (reference the El Paso Design Standards for Construction or the City of El Paso Municipal Code). (*Grading Plan-Permits*).
- Plans shall be drawn and organized to accepted architectural drafting standards.

- Assumed elevations will be accepted only when information is not available at city engineering map room and is not in a flood zone. Site Plan shall have Finished Floor, Finished Grade, Top of curb elevation, adjacent and backside lot elevations.
- Metes and bounds with boundary survey signed, sealed, and dated to the jobsite when lot bearing and dimensions do not match recorded plat (reference the City of El Paso Municipal Code).
- NO permits will be issued until subdivisions improvements are approved and a recorded plat is on file (reference the City of El Paso Municipal Code).
- No Certificate of Occupancy (CO) will be issued until subdivision is accepted for maintenance by the city of El Paso or a Letter of Credit is submitted by the developer.
- Concrete Apron setback all corner lots at street intersections 5' from return (reference the El Paso Design Standards for Construction).
- Residential onsite ponding lots (reference the City of El Paso Municipal Code).
- Elevations markers with elevations on site plan (reference the City of El Paso Municipal Code).
- Elevation marker detail (reference the City of El Paso Municipal Code).
- Typical lot layout with cross sections (reference the City of El Paso Municipal Code).
- Driveway details (reference the El Paso Design Standards for Construction or the City of El Paso Municipal Code).
- Front pond shall connect to rear pond thru swale (reference the City of El Paso Municipal Code).
- Onsite ponding notes from subdivision (reference the City of El Paso Municipal Code).
- Geotechnical report (soil report with foundation recommendations) and percolation rate test sealed by P.E. (only when required in subdivision) this can be found in subdivision improvement plans- recorded plat or grading plan also (reference the City of El Paso Municipal Code).
- Calculate/Verify percolation rate meets City requirement.



- Onsite ponding rock wall detail found in subdivision improvement plans in the details portion.
- Call out weep hole locations at interior side lot rock walls (found in subdivision improvement plans).
- Grading & drainage plan (only when required in subdivision improvement plans) signed sealed by P.E.
- Mountain Development Area reference (reference City of El Paso Municipal Code). (Engineering review done by Engineering Land Development section)
- SW3P Permits Texas Commission on Environmental Quality (T.C.E.Q.)/Grading Ordinance.

REGULAR BRNN / MASTER PLAN / 3RD PARTY

- Legal Description
- Bearing/Distance
- Elevations
- Plan and Profile
- Sections/Details/Codes

ON-SITE PONDING

- Legal Description
- Bearing/Distance
- Elevations
- Bench, slopes, buildable area, weep-holes
- Plan and Profile
- Sections/Details/Codes/Notes

PLATTING DETERMINATION

- Legal Description
- Platting Determination
- Bearing/Distance
- Elevations
- Plan and Profile (edge of pave)
- Flood zone, Elevation Certificate
- Drainage arrows
- Sections/Details/Codes



GRADING PLAN

- Reference the City of El Paso Municipal Code.

RETAINING ROCKWALL'S PERMITS

- Compaction requirements
- Footing Schedule
- Typical Retaining Wall
- Retaining Wall designed by a P.E.
- Weep-holes
- Surcharge Loads
- Sections
- Subdivision status needs to be 100% in order for a builder to change/delete a bench/ into retaining wall.

STORM WATER POLLUTION PREVENTION PLAN PERMITS (SW3P)

- Application
- Location of Posting (PERMIT CARD)
- Silt fence location
- Signatures
- Attachment #1 or Attachment # 2 from the City of El Paso Municipal Code or Notice of Intent (N.O.I.)
- Fees
- **GEOTECHNICAL REPORT/PERCOLATION TEST (calculations)**
- Reference the City Of El Paso Drainage Design Manual

FLOOD ZONE

- FEMA Maps
- Determination
- Elevation Certificates